

Board of Commissioners
Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
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**HOUSING KITSAP BOARD OF COMMISSIONERS
SEPTEMBER 5, 2017
MINUTES**

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Project Manager of Affordable Housing Mike Brown, Single Family Director Dean Nail, , REMHP Director Holly Paterson, Administrative Support Assistant Kathleen Fritz.

Absent: Resident Commissioner Danielle Murphy, Assistant Director of Finance Kim Seibold.

1. Called to Order

Chair Wolfe called the meeting to order at 3:17 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Commissioner Erickson moved to approve the Consent Agenda. Commissioner Garrido seconded. Motion carried unanimously.

4. Board Announcements

Commissioner Putaansuu provided an update for the Port Orchard Homelessness Committee, stating they have not met, but will meet in two weeks and he will have further information at that time.

Commissioner Erickson provided an update for the Poulsbo Social Service Committee, stating that the Committee will not meet again until January, but announced that the lease with Coffee Oasis has been signed for the Nelson House; the Poulsbo Rotary has started needed renovations and there are expectations that tenants will begin moving in this October. The Nelson House will house five young women, ages 18-25 and a house Caretaker.

Commissioner Garrido provided an update on Kitsap County Homes for All, stating that seven tiny homes have been built thus far. Currently, they are working on finding a location to place the homes. They will meet again in September.

5. Action Items

A. **Consideration of a motion to approve Resolution 2017-15 approving the Significant Amendment to the Five Year Plan for the Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program.**

Mike reported this is just a furtherance of past actions, the RAD program requires that the five year plan be amended and the approval of this resolution is needed to allow this process to continue down its natural path, the information provided in the resolution is directly from HUD documents.

Action: Commissioner Erickson moved to approve Resolution 2017-15 approving the Significant Amendment to the Five Year Plan for the Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program. Commissioner Gelder seconded. Motion carried unanimously.

B. **Consideration of Motion to approve Resolution 2017-16 to approve a revised Public Records Request and Disclosure Policy.**

Wendy reported that Washington State revised its Public Records Law in July, and in order for HK to be compliant with the change in law, the policy needs to be updated so that HK is accurately addressing Public Records Request and the fees associated. Commissioner Putaansuu asked if HK was using the recommended fees from the State, Wendy confirmed that HK is using the recommended fees from the State and this policy has been reviewed by Attorneys of HK.

Action: Commissioner Putaansuu moved to approve Resolution 2017-16 to approve a revised Public Records Request and Disclosure Policy. Commissioner Garrido seconded. Motion carried unanimously.

6. Discussion items

A. **Budget and Tenmast Update**

Wendy reported that staff have been very busy with the software conversion, updating the General Ledger, and completing training with Tenmast staff; there is still training to be completed, due to the conversion being a bit more difficult than anticipated, training time was used for further assistance in the validation process. Tenmast trainers will return at a later time to complete the remaining needed training. Wendy stated that despite needing to make a few adjustments, HK is now "live" in the database and staff is excited to begin using the system; it holds a lot of capabilities that will simplify processes and save staff time. Commissioner Tollefson commented on the concern that Tenmast software may not work with current Self-Help accounting practices. Wendy stated that the way Self-Help currently tracks homeowner expenses, would affect the General Ledger in Tenmast. At this time, Self-Help will continue to use Great Plains while HK continues to research other grant management software, as well as the consideration of having Tenmast create a custom module.

B. Office update

Stuart provided pictures showing the set-up of the new office space for the Board. He discussed the layout of offices and some of the renovations that were completed.

C. Almira Site

Stuart provided an update regarding some of the options that are being explored for the Alimra Site, where there is currently a homeless encampment. Options include, "Parking It Out", which would allow HK to clear the property and secure it so that there would be no further trespassing. There is also an option of allowing the residents of the encampment, to stay; the property would need to be cleaned up and secured. There would also need to be guidelines established, to ensure safety and cleanliness of the site. There is also the option of making this property the next site of Tiny Homes location. Stuart stated that this is still in the early stages of discussion, options are still under review.

D. Prosperity Place Purchase and Sale Amendment

Dean provided an update on the progress of the Purchase and Sale of Prosperity Place, stating that HK continues to work with developer, conversations are still on-going at this time and he hopes to have a resolution soon.

7. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a real estate issue (RCW 42.30.110 (1)(c)) at 4:14 pm stating that it would take no longer than 15 minutes. At approximately 4:33 pm, Chair Wolfe adjourned the Executive Session stating that no decisions were made and returned to the regular meeting.

8. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 4:35 pm.

ATTEST:



STUART GROGAN
Executive Director

ATTEST:



KATHLEEN FRITZ
Administrative Support Assistant

10/03/2017
Date Approved